



4-6 Contract Special Provisions

Contract Special Provisions shall be prepared in accordance to the *Caltrans PS&E Guide*. The Special Provisions shall consist of the most current versions of Caltrans Standard Special Provisions (SSPs) edited to suit the specific project. The most current versions of the SSPs can be accessed through the OSFP web site.

Special Provisions submitted for review, whether hardcopy or electronic copies on disk, shall show all edits and hidden text. Special Provisions that do not show these items will not be accepted for review.

Paper copies of Special Provisions shall be bound and shall have a title sheet that shows the District, EA, the date prepared, and the Professional Engineer registration seal with the signature, license number and expiration date of the Engineer who prepared the provisions.

Electronic Special Provisions may be on 3½” floppy or CD disks. The disks shall be labeled with the District, EA, date prepared, and a description of the contents (e.g. Structure Specifications, Roadway Specifications, or both). Structure specifications and roadway specifications contained on the same disk must reside in separate folders.

An item list shall be included in front of the structure Special Provisions. The list shall show the item code number, the applicable P-F-S code letters, the pay item description, and the method of measurement. The code letter “P” denotes an item eligible for Partial Payment, “S” denotes a Specialty item, and “F” denotes a Final Pay item. For example, a portion of such an item list is as follows:

<u>Item Code</u>	<u>P-S-F</u>	<u>Item Name</u>	<u>Unit</u>
157561		Bridge Removal (Portion), Location A	LS
192003	F	Structure Excavation (Bridge)	M ³
490753	P	Furnish Piling (Class 625)	M
510053	F	Structural Concrete, Bridge	M ³
520102	P-F-S	Bar Reinforcing Steel (Bridge)	KG

Standard contract items should be used whenever possible and especially for contracts to be advertised by Caltrans. A list of standard contract items is available through the OSFP web site.

Also submitted with the special provisions shall be a completed “Memo to Specifications Engineer/Estimator” form. This purpose of this form is to identify crucial aspects of projects that writers and reviewers of the special provision must consider. An example of



this form is attached, but the most current version must be used and is available through the OSFP web site.

Deliverables

<u>Item</u>	<u>Number of Copies for Each PS&E Stage ¹</u>		
	<u>Initial</u>	<u>Intermediate</u>	<u>Final ²</u>
Structure Special Provisions (paper)	6	6	--
Structure Special Provisions (electronic files)	1	1	--
Memo to Specification Engineer/Estimator	3	--	--
Roadway Special Provisions on Disk	5	5	1

¹ At the discretion of the OSFP Liaison Engineer.

² Number of copies shown assume that all documents were reviewed and determined to be final in previous PS&E reviews.

Attachments

4.6.1 Memo to Specification Engineer/Estimator (sample)



Memo To Specifications Engineer/Estimator (Sheet 1 of 5)

MEMO TO SPECIFICATIONS ENGINEER/ESTIMATOR

KEY STRUCTURE		EA NUMBER	DATE
DISTRICT	COUNTY	ROUTE	POST MILE/km POST

Two copies of this memo are to be attached to the P&Q submittal to the Office of Specifications and Estimates with any revisions after P&Q submitted in writing to the Specifications Engineer and Estimator. This memo does not take the place of the normal communication between the Project Engineer and Specifications Engineer.

Please answer each question and give a brief comment as necessary. (ELABORATE ON ALL "YES" ANSWERS IN THE PROVIDED COMMENTS FIELD OR ON AN ATTACHED SHEET IF NECESSARY.)

TRAFFIC CONSIDERATIONS (MTD 1-11, MTD 14, BDA 10-3 to 10-8)

1. Are there traffic considerations on this project?
2. Are there stage construction requirements?
3. Will traffic be detoured for bridge removal?
4. Will a protective cover be required?
5. Are there traffic handling requirements for falsework erection and removal?
6. Are the vertical and horizontal openings for falsework sufficient?
7. Are there any pedestrian opening requirements?
8. Will the District cover the K-rail and crash cushions for falsework protection and staging?

Yes	No

Comments

AGREEMENTS (MTD 17)

1. Is there railroad, light rail, or BART involvement?
2. Are there any permits with Fish and Game, Corps of Engineers, irrigation districts, etc.? (MTD 1-21)

Yes	No



Memo To Specifications Engineer / Estimator (Sheet 4 of 5)

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- 11 Are Ultimate Splices required for bar reinforcement?
- 12 Are there any mass concrete members?
- 13 Are there any other unique considerations?
- 14 Are "As-Built" plans available?
- 15 Are there any existing painted structures to be blast cleaned or removed?
- 15a. Are there any hazardous materials in the existing paint system?

Comments

ESTIMATING (BDA 11)

- 1. Do the summary sheets match the Marginal Estimate?
- 2. Is there any work that will require supplemental funds (extra work)?
- 3. Are there any items that will require more than the specified working drawing review times?
- 4. Are there any delays due to closure pour?
- 5. Are there any construction work time restrictions? (e.g. night shift, double shift...)
- 6. Are lane closure charts applicable to this project? (If so, please attach.)

Yes	No

Comments



Memo To Specifications Engineer / Estimator (Sheet 5 of 5)

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ADDITIONAL UNRESOLVED ISSUES

PROJECT ENGINEER	DATE	PHONE #
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SECTION LEADER	DATE	PHONE #
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SUBMITTAL DATES		
P & Q	PS & E	EXPEDITE

cc: Estimating
Design Senior
file

Revised 4/03/00 (8/1/01 OSFP)